



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Historic Architectural Review Commission

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Tuesday, December 16, 2025

5:00 PM

City Hall

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**ADA Assistance:** It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number 1-800-955-8771 or for voice 1-800-955-8770 or the ADA Coordinator at 305-809-3811 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

**FOR VISUAL PRESENTATIONS:** For City Commission meetings the City Clerk's Office will need a copy of all presentations for the agenda at least 7 days before the meeting.

**Call Meeting to Order - 5:00 P.M.**

#### Roll Call

**Absent** 1 - Commissioner Osborn

**Present** 6 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

#### Pledge of Allegiance to the Flag

#### Approval of Agenda

*The agenda was unanimously approved as amended, to include Postponement of Discussion Item 12 to January 27, 2026.*

#### Administering the Oath by the Clerk of the Commission

#### Approval of Minutes

1 November 18, 2025

[Attachments:](#) [Minutes](#)

A motion was made by Commissioner Green, seconded by Commissioner Moody, that the Minutes be Approved. The motion passed by unanimous vote.

#### HARC Planner's Report

## City Attorney's Report

### Old Business

- 2                    **Request for Postponement by Staff to January 27, 2026:** New two-story single-family residence, new pool, pool deck, and site improvements - **309 William Street - Sandbar Design Studio Inc. (C2025-0077)**
- Attachments:     [309 William Street - Structural Report - 9.1.2025 SS.pdf](#)  
                             [\\*Large Item\\* 309 William Street - Design](#)
- This Item was Postponed to the January 27, 2026 meeting upon agenda approval.
- 3                    **Request for Postponement by Staff to January 27, 2026:** Demolition of existing contributing single-family residence and rear sheds - **309 William Street - Sandbar Design Studio Inc. (C2025-0077)**
- Attachments:     [309 William Street - Structural Report - 9.1.2025 SS.pdf](#)  
                             [\\*Large Item\\* 309 William Street - Demolition](#)
- This Item was Postponed to the January 27, 2026 meeting upon agenda approval.
- 4                    **Request for Postponement by Applicant to January 27, 2026:** New one-story accessory structure, new pool, pool deck, and concrete driveway. Demolition of one-story non-historic shed. Demolition of pool and pool deck - **1100 Grinnell Street - Heather Korth (C2025-0080)**
- This Item was Postponed to the January 27, 2026 meeting upon agenda approval.

### New Business

- 5 Renovations to rear historic addition. New covered wood deck, stairs, and brick pavers in rear. Demolition of existing non-historic rear balcony, deck, and pavers. - **412 Elizabeth Street - Serge Mashtakov, PE (C2025-0096)**

Attachments: [\\*Large Item\\* 412 Elizabeth Street](#)

A motion was made by Commissioner Moody, seconded by Commissioner Green, that the Item be Approved. The motion passed unanimously.

Subsequently, a motion was made by Commissioner Green, seconded by Commissioner Perez, that the demolition be Approved. The motion carried by the following vote:

**Absent:** 1 - Commissioner Osborn

**Yes:** 6 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

- 6 New monument sign at hotel entrance located at intersection of Duval Street and Wall Street - **0 Duval Street - Johan Amneus (C2025-0097)**

Attachments: [\\*Large Item\\* 0 Duval Street](#)

Commissioner Perez recused himself from this Item and left the dais.

A motion was made by Commissioner Moody, seconded by Commissioner Nations, that the Item be Approved with the condition that staff confirms that setback requirements are met with the final design. The motion carried by the following vote:

**Recuse:** 1 - Commissioner Perez

**Absent:** 1 - Commissioner Osborn

**Yes:** 5 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, and Chairman Burkee

- 7 New two-story accessory structure, roof modifications to the existing hip and flat roofs, and new gable roof cover over side entry door. Demolition of existing accessory structure and partial demolition of hip and flat roofs to accommodate new design - **1301 Whitehead Street - Peter Janker (C2025-0098)**

Attachments: [\\*Large Item\\* 1301 Whitehead Street](#)

Commissioner Perez returned to the dais.

This Item was Withdrawn by the Applicant.

- 8 New metal pergola in rear at pool deck - **719 Poorhouse Lane - T.S. Neal Architects, Seth Neal (C2025-0099)**

Attachments: [\\*Large Item\\* 719 Poorhouse Lane](#)

A motion was made by Commissioner Green, seconded by Commissioner Oropeza, that the Item be Approved. The motion carried by the following vote:

**Absent:** 1 - Commissioner Osborn

**Yes:** 6 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

- 9 Renovations, relocation and elevation of contributing structure. New one-story rear addition, pool, pool deck, wood pergola, and site improvements. Demolition of historic rear porch, shed roof addition, and non-historic front porch - **624 United Street - T.S. Neal Architects, Seth Neal (C2025-0100)**

Attachments: [\\*Large Item\\* 624 United Street](#)

A motion was made by Commissioner Green, seconded by Commissioner Oropeza, that the Item be Approved. The motion passed unanimously.

Subsequently, a motion was made by Commissioner Green, seconded by Commissioner Perez, that the demolition be Approved and moved to second reading. The motion carried by the following vote:

**Absent:** 1 - Commissioner Osborn

**Yes:** 6 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

- 10 Renovations and relocation of contributing structure, new side deck, new gable roof over rear non-historic addition, and site improvements. Elevation of structure by 1' above existing finished floor. Demolition of exterior staircase, rear shed roof, concrete walkways, and cistern - **1428 Virginia Street - Nautilus Drafting & Design Services (C2025-0104)**

Attachments: [\\*Large Item\\* 1428 Virginia Street](#)

A motion was made by Commissioner Moody, seconded by Commissioner Perez, that the Item be Approved with the condition that the proposed sliding glass door is replaced with a 6-foot Divided Lite French door. The motion passed unanimously.

Subsequently, a motion was made by Commissioner Moody, seconded by Commissioner Perez, that the demolition be Approved. The motion carried by the following vote:

**Absent:** 1 - Commissioner Osborn

**Yes:** 6 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

### Discussion Items

- 11 Memo for Rainbow fences in the historic district

Attachments: [Memo for Rainbow Fences](#)

Discussed

- 12 Window replacements in the historic district

Attachments: [Memo for Windows in Historic District](#)  
[HARC Windows public comment.pdf](#)

This Item was Postponed to the January 27, 2026 meeting upon agenda approval.

### Public Comments

### Commissioner Comments

**Adjournment - 6:41 P.M.**